

STD. 73 (REV. 8/2010)  
**RECORDS RETENTION SCHEDULE**

(35) CALRIM APPROVAL NUMBER		(36) PAGE OF		(36) REMARKS PAGES								
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1	10		Meeting agenda and minutes (copy)	M		6 months			6 months			Created in Word. Printed to paper for signature/approval then scanned. See line #2 and #3.
2	*		Meeting agenda and minutes (copy)	D/ M	X	Active		Active	Active			Microfilmed of original for security purposes & sent to SRC. PDF copy for internal access & website. Active until program is defunct.
3	24		Meeting agenda and minutes (signed original)	P	X	10 yrs	5 yrs		15 yrs			By law to be kept permanently (Govt Code XXXX). Send to State Archives after 15 years.
4	5		Subject files: correspondence, legislation, background information	P		5 yrs	2 yrs		7 yrs			Index to Subject files (Line #5). Index is in an Excel database.
5	*		Subject file index	M		7 yrs.			7 yrs			Index to Subject files (Line #5). Index is in an Excel database.
6	20		Program Files: memorandum, correspondence, background information, contracts	P	X	5 yrs	5 yrs	9 yrs	19 yrs	X		Program files are accessed by case number. Restricted public access (Govt. Code XXXX)
7	*		Index to Program Files: searchable by assigned case number and name	M	X	20 yrs			20 yrs	X		Agency internal database (name of system) used to track program files and work progress
8	30		Program files including: maps, survey materials, wildlife lists, field notes, reports, etc.	P		5 yrs	5 yrs	19 yrs	29 yrs	X		Selected portion of program files scanned into GIS tracking system for agency use. Restricted records (Govt. Code XXXX)
9	*		GIS system used to track wildlife locations in California. System information contributions made by multiple offices	M		Active			Active	X		Active until system is no longer required. Restricted records identified within system. Open source. (Govt. Code XXXX)

\* Provide total of office and departmental